

Hall of Records  
Commission

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **C-235**

PAGE NO. **1.**

1. Requesting Agency  
**MONTGOMERY COUNTY**

2. Division or Bureau of Requesting Agency  
**DEPARTMENT OF POLICE PROTECTION**  
**Police Stations**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	---	---

**1. METER VIOLATION RECORDS**

Size: **4 1/4" x 6 1/2" tickets, 9" x 12" (approx.) volumes**  
Dates: **1950 - -**  
File Arrangement: **See below**  
Annual Accumulation: **10,000 - 12,000 tickets per annum,**  
Disposable Amount: **c. 100 cubic feet per station**  
Audit: **Periodic internal audit**

In connection with the issuance and settlement of parking meter violations, the following records are created and distributed as follows:

**A. Meter Violation Books or Notices, prepared in triplicate by the officer give the violation, date, hour, tag number of vehicle, and the name of the officer issuing the notice. They are distributed as follows:**

- 1. Buff cardboard copy is left on the vehicle and is brought to the station when the fine is paid. If the copy is lost, a receipt is given by the Justice of Peace, to whom payment is made, either in the form of a standard receipt, or one of the two remaining copies (blue or yellow) which has been filed at the station (see below).**
- 2. Yellow and Blue copies are filed at the station. The blue copy is generally filed by tag number**

7. Agency, Division or Bureau Representative

**James S. McAnuliffe**  
Signature

**Superintendent of Police**  
Title

**4/19/62**  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

**5/11/1962**  
Date

**Morris S. Radloff**  
Archivist

**MAY 17 1962**  
Date

**William S. Hurlbut**  
Secretary

APPROVED  
HALL OF RECORDS COMMISSION

QUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE C-235  
NO.  
PAGE  
NO. 2.

4.  
m  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

and the yellow by serial or ticket number. In some stations both copies are filed together under the tag number until the fine is paid. At the time of payment, the yellow or blue copy, whichever is considered the official copy, is run through the cash register, initialed by the Justice of the Peace receiving payment and filed in the "Paid" file. The remaining copy, if it has not been given to the payee as a receipt, is considered to be nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed as soon as payment has been received and recorded.

- B. Meter Ticket Summary, or Parking Meter Receipt Book, titled variously by different stations but serving the same purpose, is posted from the "Paid" file copy and is a daily record of tickets issued by serial number and by tag number of the violator, the name of the issuing officer, the date issued and the amount posted with the initials of the Justice of the Peace receiving payment. Unpaid tickets more than three years old are considered to be uncollectable.
- C. Daily Work Sheets and Machine Tapes.
- D. Officers Daily Reports, are made up daily by the traffic officers as a record of tickets issued.
- E. General Correspondence on Meter Violations, contains inquiries on meter violations, reports, complaints, and copies of notices of failure to post collateral.
- F. Receipt Copies, copy of receipt given to violator when depositing collateral in cases in which the buff cardboard copy has been lost and the yellow or blue station copy is not used as a receipt copy.

The recommendation below applies to all records except nonrecord material for which disposition is provided above.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION